

State of Hawaii
Department of Human Services
Office of Youth Services

Addendum 1

March 4, 2011

To

Request for Proposals

RFP No. HMS 501-11-03

**RFP Title: Community-Based Prevention and Intervention Services
For Youth**

Date Issued: March 4, 2011

March 4, 2011

ADDENDUM NO. 1

To

REQUEST FOR PROPOSALS
RFP Title: COMMUNITY-BASED PREVENTION AND INTERVENTION
SERVICES FOR YOUTH

RFP No. HMS 501-11-03

The Department of Human Services, Office of Youth Services is issuing this addendum to RFP No. HMS 501-11-03, "Community-Based Prevention and Intervention Services for Youth" for the purposes of:

- ☒ Responding to questions that arose at the orientation meeting of February 17, 2011 and written questions subsequently submitted in accordance with Section 1-V, of the RFP.
- ☒ Amending the RFP.
- ☐ Final Revised Proposals

The proposal submittal deadline:

- ☐ is amended to <new date>.
- ☒ is not amended.
- ☐ for Final Revised Proposals is <new date>.

Attached is (are):

- ☒ A summary of the questions raised and responses for purposes of clarification of the RFP requirements.
- ☒ Amendments to the RFP.
- ☐ Details of the request for final revised proposals.

If you have any questions, contact:

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RFP HMS-501-11-03

“Community-Based Prevention and Intervention Services for Youth”

QUESTIONS AND ANSWERS

The following are responses to the written questions submitted either at the RFP Orientation Session or received in writing by February 17, 2011, as specified in Section 1 of the RFP.

Q1. Is the RFP open to all service providers or restricted to non-profit organizations?

A. All qualified applicants (non-profit and for-profit organizations) may submit proposals in response to the RFP.

Q2. Can Charter Schools apply?

A. Yes.

Q3. We are considering a formal partnership with a mainland not-for-profit, would this be permissible? Would such a partnership be discouraged or diminish our chances of receiving an award?

A. Applicants may propose collaborations for their proposals. Each proposal will be reviewed according to the evaluation criteria in Section 4 of the RFP. Applicants, including for and non-profit agencies located in Hawaii and on the mainland, should determine if they are able to meet the basic requirements to do business with the State and capable of providing the requested programs or services. Refer to Section 1- Administrative Overview. Applicants shall meet the requirements of tax clearance and be registered and in good standing with the Department of Commerce and Consumer Affairs (DCCA), Business Registration Division. For more information on how to meet the requirements of doing business in Hawaii, please see the DCCA website at <http://www.hawaii.gov/dcca>.

Q4. Are you looking for an organization to provide the entire spectrum of services or can only certain services to be addressed?

A. Applicants may submit proposals for one or more service areas.

Q5. If more than one service area is being applied for, does each service require a separate application?

- A. Yes, each service area requires a separate proposal to be submitted.**
- Q6. The instructions (pg. 1-6) say a tax clearance with the original green certified copy stamp is needed. Later it notes that Hawaii Compliance Express on-line proof can be used for tax clearance. Are both needed for the application?
- A. Applicants may submit either a tax clearance certificate or a "Certificate of Vendor Compliance" as part of its proposal.**
- Q7. Are required attachments and forms accessible via website in PDF.-fillable format? If so, what website?
- A. Forms are available in Word, PDF-fillable, and Excel formats. To access forms, refer to the State Procurement Office website section: Opportunities to Compete for Health and Human Service Contracts <http://www.spo.hawaii.gov/spoh> Under the Quicklinks heading, click on the link to the Forms and Instructions for Providers/Applicants. Regarding Attachment C, Performance Plan, OYS Form 4-1, please contact OYS for a Word format template.**
- Q8. If an applicant is proposing a similar program for multiple island locations, can we submit a separate proposal for each island's specific geographic region?
- A. The applicant may submit separate proposals for multiple geographic areas for one island or the applicant may submit a single proposal for multiple geographic areas for one island. If the applicant proposes services for different islands, a separate proposal must be submitted for each island.**
- Q9. If an agency is applying for more than one Department of Education geographical district on a single island and under one RFP Service Specification, shall separate Cost Proposals be submitted for each geographical area? Or shall one Cost Proposal be submitted combining cost proposals for all areas?
- A. Please see the answer to question # 8. If an applicant submits a single proposal application for multiple geographic areas for an island, the applicant may choose to submit either separate cost proposals for each geographic area or submit one cost proposal covering multiple geographic areas as part of the single proposal application.**
- Q10. If an applicant is planning to apply as a provider for all three (3) services, could one community needs and readiness assessment be done and key information be reported/highlighted for each service?

- A. Each service area requires a separate proposal to be submitted, including an assessment of community needs and readiness specific to the proposed service area. If one community needs and readiness assessment is utilized for all three service areas proposals, it should include information and data relevant for each service area proposed.**
- Q11. If an agency's proposal impacts all three (3) areas, can the proposal be submitted for each area separately? How does this impact scoring? Would this increase an agency's chance for funding? If an applicant does not get an award in one area, could it receive an award in another area? Could split funding be given, some funding from one area, other funding from another area?
- A. Each service area requires a separate proposal application to be submitted. Each proposal is evaluated on its own merits for the service area it is submitting for. An applicant may be successful in receiving a single award or multiple awards for the various service areas. For example, an applicant submits three separate proposals for the three service areas of the RFP: Positive Youth Development, Truancy Prevention and In-School Suspension, and Outreach and Advocacy. The applicant receives an award for Positive Youth Development and an award for Truancy Prevention and In-School Suspension, but is not successful for Outreach and Advocacy.**
- Q12. Is there a specific amount already set aside for each geographic area or by the type of service?
- A. There is no pre-determination of funds designated for services by geographic area. Please refer to the Section 2 – Service Specifications, I-Introduction, F. Probable funding amounts, source, and period of availability, for the approximate total funds available for each of the services requested for Positive Youth Development (page 2A-4), Truancy Prevention and In-School Suspension (page 2B-3), and Outreach and Advocacy (page 2C-3).**
- Q13. Can grant funds be used for insurance?
- A. Yes, insurance is an allowable cost item. Please refer to the *Cost Principles on Purchases of Health and Human Services* (Chapter 103F, Hawaii Revised Statutes) available at the State Procurement Office website listed on page 1-2 of the RFP.**
- Q14. What if the organization does not have an audit?
- A. A financial audit is one part of the criteria utilized in determining the adequacy of the applicant's accounting system. If the applicant does**

not have an audit, its proposal will be evaluated accordingly for that section.

- Q15. Could you please expand on Hawaii Island towns that are considered West Hawaii and Hawaii Island towns that are considered East Hawaii.
- A. **In general, OYS utilizes the Department of Education's breakdown for school complexes as a guide for delineating districts for the respective islands. The Big Island is broken down into three school complex areas and for purposes of this RFP, West Hawaii would include the Honokaa-Kealahou-Kohala-Konawaena complex area; East Hawaii would include the Hilo-Laupahoehoe-Waiakea complex and Kau-Keaau-Pahoa complex areas.**
- Q16. Can an applicant apply to serve only the island of Moloka'i?
- A. **Yes.**
- Q17. Are the three services being proposed existing services or new services? If existing, who is providing the service?
- A. **The three service areas are existing services currently procured by OYS. However, the Outreach and Advocacy service includes an additional service component to accept police referrals that is currently being provided by Attendant Care services. The following is a list of providers that OYS currently contract with to provide services:**
- Positive Youth Development: Alu Like, Inc.; Boys & Girls Club of the Big Island; Boys & Girls Club of Hawaii; Circles of Light; City & County of Honolulu (Parks & Recreation); Coalition for A Drug-Free Hawaii; Family Support Services of West Hawaii; Goodwill Industries of Hawaii, Inc.; Hale Kipa, Inc.; Hui Malama Learning Center; Kauai Team Challenge; Molokai Community Service Council; Paia Youth Council Inc.; Parents and Children Together; Salvation Army FIS; and YMCA of Honolulu – Kalihi.**
- Truancy Prevention: Susannah Wesley Community Center; City & County of Honolulu (Parks & Recreation); and Family Support Services of West Hawaii.**
- Outreach and Advocacy Services: Alu Like, Inc.; Hale Kipa, Inc.; Salvation Army FIS; and Maui Youth and Family Services.**
- Q18. How are the youth referred to the programs?

- A. **Depending on the type of service proposed, youth may be referred in various ways through collaborations with different segments of the community, including schools, police, churches, and other private and public social service agencies. Self-referrals may also be made.**
- Q19. Regarding Positive Youth Development, page 2a-14: Applicant may not charge more than a token amount for services. Please clarify?
- A. **Token amount is defined as no more than \$10 per year. No child and family shall be turned away or denied access to program participation due to an inability to pay. If a token fee is charged, please include in the applicant's proposal the purpose of the token fee and how it will support the proposed program services.**
- Q20. In the continuum of Youth Development work we do in our organization, many programs are utilized and often overlap to have the best outcome for youth. Will the grant be considered if it is broadly written to support the organization, not for a specific program?
- A. **The applicant shall address the specific requirements for service areas in the RFP. Each proposal will be evaluated according to the evaluation criteria in Section 4 of the RFP.**
- Q21. Regarding Truancy Prevention Services and In-School Suspension, are the in-school suspension programs to be conducted at a particular school(s)?
- A. **The applicant may propose which school(s) to work with to provide services. There have been no schools targeted for services in the RFP.**
- Q22. Regarding Truancy Prevention Services and In-School Suspension, can we do two (2) complete applications for the same program, but for different geographic/school complex areas?
- A. **The applicant may submit separate proposals for multiple geographic areas for one island, or the applicant may submit a single proposal for multiple geographic areas for one island. If the applicant proposes services for different islands, a separate proposal must be submitted for each island. Refer also to question # 9.**
- Q23. Regarding Community-based Outreach and Advocacy (HMS 501-11-03-C), page 2C-7, III. Scope of Work, A. 2. c. 1), "...responding immediately to receiving police referrals for status offenders/minor law-violators 24 hours a day...", will the expectation be to provide Attendant Care (required by current contract for Attendant Care services) and hold the youth until arrangements are made for the parent to pick up? Are there any more duties around that activity?

- A. **Successful applicants for the Outreach and Advocacy services will be expected to receive and respond immediately to referrals from the police, including locating parents/legal custodians of the youth. If efforts to locate parents/legal custodians are not successful, follow-up with appropriate referrals to agencies such as Child Welfare Services, Family Court and/or placement options such as emergency shelters may be necessary as part of the case advocacy process.**
- Q24. How secure are the funds if they are coming from general funds? When will we know if the funds have been appropriated? Can we do anything to lobby for these funds?
- A. **The 2011 Hawaii State Legislature is currently in session and will decide on the state executive budget by the end of the session in May 2011. The availability of the funds is subject to an allotment made by the Director of Finance.**
- Q25. If Positive Youth Development is “at the front end” of continuum of services, will funds appropriated from the general fund be put in this category first?
- A. **The OYS recognizes the value of a continuum of services for youth at-risk and a balanced approach to making funding decisions for the service continuum. Each service area in the RFP lists the approximate funding amounts that will be available for contracts to deliver the requested service.**
- Q26. Is the FBI check in place yet? We have not had to do this in the past as it was not set up for providers to do this and will need to know as it is a budget concern.
- A. **OYS continues to work with DHS on implementation of procedures for the FBI criminal history check requirement. Providers will be notified when procedures have been established.**

RFP No. HMS 501-11-03, “Community-Based Prevention and Intervention Services for Youth” is amended as follows:

<u>Subsection</u>	<u>Page</u>
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Section 1, Administrative Overview	
No Changes	

Section 2, Service Specifications

I. D. p. 2A-4 This section is amended to read:

Description of the target population to be served:

The target population for the service includes youth ages 7 to 21 years old that are at risk for engaging in unhealthy, risky behaviors. This population includes street youth, unsheltered (homeless) youth, out-of-school youth, youth involved with gangs, youth in foster care and group homes, pregnant and parenting teens, gay, lesbian, bisexual, and transgender (GLBT) youth; and at-risk youth who have been arrested, have had contact with the police, or are experiencing social, emotional, psychological, educational, moral, physical or similar challenges or disabilities; and/or youth of Marshallese, Micronesian, Samoan, Hawaiian, Filipino and African-American ancestry who may be over-represented within the juvenile justice system. **Preference will be given to programs that include youth who are or were involved with the juvenile justice system as part of their target population.**

II. D. p. 2A-7 This section is amended to read:

Single or multiple contracts to be awarded
(Refer to HAR Section 3-143-206)

☐ Single ☐ Multiple ☒ Single & Multiple

Section 3, Proposal Application Instructions

I. p. 3-2 This section is amended to read:

Program Overview (not to exceed 2 pages)

Applicant shall give a brief overview to orient evaluators as to the program/services being offered.

Include:

- ◆ Location of the services;
- ◆ How proposed services align with Applicant's mission and vision;
- ◆ Description of the goals and objectives related to the service activity; and
- ◆ How the proposed services will meet the needs and impact the development of the target population.

II. B. p. 3-2

This section is amended to read:

Experience

The Applicant shall demonstrate a minimum of three (3) years experience in providing direct services to youth, in addition to providing a description of current projects/contracts pertinent to the proposed services (previous projects/contracts may be considered if relevant). The Applicant shall include points of contact, addresses, e-mail/phone numbers. The State reserves the right to contact references to verify experience. If the Applicant intends to use sub-contractors, the experience of the identified subcontractors must also be included.

Section 4, Proposal Evaluation

III. B. 1. B. p. 4-3 This section is amended to read:

Experience

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- Demonstrate minimum three (3) years experience delivering services related to request for services.
- Demonstrate experience successfully delivering services for the target population. Document evidence such as awards, certificates, and outcomes.

Section 5, Attachments

No Changes